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LOGISTICS OFFICE

PROGRAMMED OBJECTIVES, FISCAL YEAR 1954

I. Executive Direction and Administrative Support for Logistics Operations

1. Conduct a survey of proprietary projects from the viewpoint of logistical functions.
  - a. To determine where and when the Logistics Office should participate.
  - b. Make recommendations as to the scope and the extent of this participation.
2. Assist in the establishment of equipment lists which will correspond to operational plans permitting the Logistics Office to more actively participate in the forecast of requirements.  
Effect, where possible, the standardization of materiel and equipment.
3. Implement existing property accountability and property accounting criteria on a world-wide basis.
- ✓ 4. Establish a performance type budget for operational use reflecting the detailed programmed objectives of the Logistics Office.
- ✓ 5. Establish a budget control to insure expenditure of funds in accordance with planned programmed objectives.
- ✓ 6. Establish clear staff and functional responsibilities on budget matters between the major operating components of the Agency, Logistics Office, and the Comptroller's Office to insure effective coordination in budget planning and administration.
- ✓ 7. Develop procedures to implement the policies of the Career Service Board.
  - a. Establish and maintain a current roster of logistics personnel throughout the Agency.
  - b. Develop a planned personnel rotation program designed to supply trained logistics personnel when and where needed.
  - c. Develop qualification standards for recruitment and promotion of logistics personnel.
  - d. Develop position standards and grade levels for logistics positions as the basis for recruitment, training, and placement of logistics personnel.

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8. Analyze training requirements for Agency logistics personnel and conduct or arrange for such training as necessary to make most effective use of available manpower.
- a. Provide personal indoctrination and on-the-job training for Agency logistics junior officers and other higher level personnel scheduled for overseas assignment.
  - b. Develop and conduct a technical logistics training course for Agency logistics personnel.
  - c. Schedule all office professional and technical personnel through the Agency Administrative Support Course.
  - d. Utilize Agency, Defense Department, and non-governmental training facilities to the extent practicable in the development of technical skills.
  - e. Develop a program for the planned training and career development of selected individuals who will occupy key positions.

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9. Complete analysis of all organizational elements from the viewpoint of functions, responsibilities, and personnel assigned.
10. Implementation and application of [REDACTED] logistical support directives world-wide.
11. Centralize the availability function within the Logistics Office.
12. Obtain agreements whereby communication and medical procurement will be handled in the same manner as the procurement and supply of all other operational materiel.
13. Develop and implement, in conjunction with the Comptroller, a revolving stock fund account for use in the procurement of administrative supplies.
14. Initiate post D-Day planning in terms of Logistics Standard Operating Procedures, Emergency Headquarters, and Defense relations.
15. Continue review and alignment of office objectives for establishment of an operation based on a performance yardstick.
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II. Coordinating Agency Logistical Problems, Logistical Support Planning, and the Computations and Development of Materiel Requirements in Support of Operations

1. Maximum logistical assistance to administrative and operational elements.
  - a. Development and publication of a Logistical and Operational Planning Manual.
  - b. Review of all operational plans for logistical feasibility.
  - c. Publication of Materiel Reference Data Manual, containing detailed and comprehensive technical data on approximately 1500 major items of supply.
2. Technical guidance and coordination in the development of logistical support programs and projects.
  - a. Develop the requirements for the facilities and services necessary in establishing logistical support bases.
  - b. Analysis and review of proposed programs for detailed support requirements.
  - c. Assistance to operational elements in such matters as materiel availability, manufacturing lead time, storage and transportation facilities available, etc.
3. Insure development of adequate and accurate operational materiel requirements.
  - a. Develop procedures for guidance of field and headquarters operational elements in preparing forecasts of materiel requirements.
  - b. Continuing evaluation of requirements for purpose of effecting standardization and/or substitutions.
4. Establish and maintain logistical library.
5. Compilation, analysis and maintenance of current and adequate statistical data necessary for logistical planning and support.
  - a. Maintenance of a Logistics Office Control Book.
  - b. Development of statistical reporting which will best meet the needs of the Chief of Logistics and his staff.
6. Establish and maintain a Logistics presentation room.

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III. Procurement of Equipment, Supplies, and Contractual Services

1. Facilitate planning and control to forecast.
  - a. Future procurement problem areas.
  - b. Potential sources of supply and their financial and productive reliability.
2. Improve quality of work through the complete indoctrination of all individuals in the utilization of accepted and tried contractual procurement practices of other Government agencies.
3. Expedite contract negotiation and item procurement.
  - a. Adequate working agreements [REDACTED]
  - b. Better understanding with General Services Administration.
  - c. Evaluate and improve methods of bulk procurement.
4. Activate a [REDACTED] purchase office. 25X1A
5. Complete indoctrination of the requisitioning activity.
  - a. Secure accurate specifications, classification [REDACTED] 25X1C
  - b. Establish realistic delivery dates.
6. Establish proper and adequate sources [REDACTED] 25X1A
7. Establish and implement the procurement portion of a world-wide logistical system.

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IV. Support of Real Estate and Construction Programs and Functions

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1. Prepare Real Estate and Construction Regulations for the Procurement and Supply Manual,  
[REDACTED]
  2. Stabilize the activities of the Safe House Branch.
    - a. Establish adequate records system.
    - b. Realign functions.
  3. Initiate a field inspection program to insure good facilities and utilities management.  
Give technical guidance to installation commanders.
  4. Guide the architectural and engineering planning and supervise the construction of the following projects:  
[REDACTED]

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V. Storage, Distribution, Control, Accounting for, Surveillance, Rehabilitation and Disposal of Agency Supplies and Equipment

1. Develop and publish the pricing guide for use by all Agency activities.
2. Analyze the requirements of the requisitioning activity based upon ultimate distribution of the materiel.  
Maintain continuing liaison with Purchase and Transportation Divisions.
3. Establish a periodic world-wide Stock Balance and Consumption Report.  
Implement adequate procedures which direct the submission of stock consumption data.
4. Supervise a world-wide inventory program and initiate controls to keep inventory current.  
Insure the publication of a directive which outlines the procedures to be followed in establishing this program.
- 25X1A5. Recruit qualified personnel to man [REDACTED] to insure proper discharge to supply functions, such as receipt, storage, and issue.
6. Expand the inspection and maintenance functions to insure proper stock surveillance.  
Schedule and effect world-wide inspection of materiel.
7. Establish and implement the supply portion of a world-wide logistical system.  
Reduce the vulnerability of current world stock position as related to location, serviceability, and standardization.

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VI. Traffic Management and Transportation Services to Support the Movement of Personnel and Things for this Agency

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25X1A 1. Obtain appropriations symbols to be used on transportation requests [REDACTED]

25X1C 2. Publication of Agency regulations setting forth the procedure for the movement of Agency employees [REDACTED] their dependents, household goods, personal effects, privately owned automobiles and pets consistent with [REDACTED]

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4. Preparation of necessary regulations for the control of transportation of things and travel.

5. Establishment of scheduled truck runs [REDACTED]

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6. Establishment of an accounting system for funds allotted to and obligated by the Transportation Division.

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